## **SmartGov Animal Licensing**

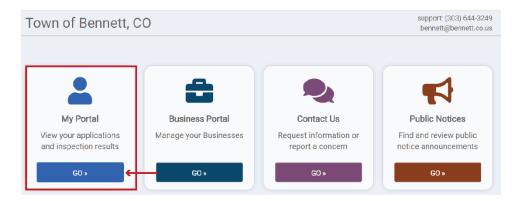


All residents wishing to obtain an animal license will need to set up an online portal to apply. This portal can also be used for building permits, requesting inspections and seeing permit/inspection statuses and results.

- 1. Visit the SmartGov portal at <a href="https://twn-bennett-co.smartgovcommunity.com/Public/Home">https://twn-bennett-co.smartgovcommunity.com/Public/Home</a>
- 2. In the upper right hand corner, click on "Sign Up" and create an account.



- 3. You will receive an email from the portal prompting you to verify your account.
- 4. After verifying your account, click on 'My Portal.' This is where you can apply for an animal license. You can also view the statuses of those applications and make any payments.



5. Click on 'Apply Online', select the animal licensing category, and complete the application.



6. At the end of the application, add any required submittals and make any payments if initially required.



7. In order to manage notifications from the system, click on your name in the top right corner and click on 'My Account', then click on 'Manage Email Notifications.' From here, you can indicate what you want to receive emails on from the system.

